

# **ANGELS CAMP MUSEUM COMMISSION MINUTES OF WORKSHOP**

**Thursday, July 29, 2010, Carriage House  
Angels Camp Museum**

**Commission Members Present: Bob Petithomme, Chairman, Lee Croletto, Rick Downey, Kym Flaigg, Tad Folendorf, Anne Forrest, Jack Johnson, Renée Minard-Menzes**

**Museum Employees Present: Sharon Foreman, Mike Kemerer, Ethan Moore, Nioma Patrick, Bill Padelford, Chuck Schneider**

**Others Attending: Meghann Browning, Judith Marvin (Vice-President Museum Foundation)**

**Copies to: Dave Richards, Mary Kelly, Melisa Ralston**

## **1. CALL TO ORDER**

Chairman Bob Petithomme called the workshop to order at 8:00 a.m. He thanked the staff for attending and for carrying on the work of the Museum in the wake of the departure of the Administrator.

## **2. PUBLIC COMMENT**

There were no comments from the public.

## **3. ORGANIZATIONAL CHANGES AND MANAGEMENT OF THE MUSEUM:**

- a. Lee Croletto led an open discussion on how the Museum was operating without its Administrator; needs or issues staff are experiencing; ideas and suggestions for better or more efficient operations. She stressed that all comments were welcome. She said that the minutes from this workshop would be sent to the Museum for all to read.
- b. Items discussed:
  - i. Nioma Patrick has given comment cards to visitors to the Museum – four positive cards were read that have been submitted this week.
  - ii. Day to day operations – Nioma and Chuck are coordinating.
  - iii. There is a problem with the buying procedure. It needs to be clarified as to who is authorized to buy what. **ACTION: Bob Petithomme and Lee Croletto to work with Melisa Ralston to agree the procedure and approved purchasers.**
  - iv. Procedure for making copies is difficult and unclear. It is difficult for someone to leave the Museum to go to City Hall for copies or even to run down to the Pole Barn to use the copy machine in the Administrator's office, which is expensive to run. Staff are not sure if they can use the Angels Copy Center. One suggestion for improvement is to move the copy machine to the main building and convert the 'sewing room' into an

office which would be more convenient for all. **ACTION: Nioma and Chuck will look into how many copies are being made and suggest how to streamline.**

- v. In the accessioning process, each artifact, no matter how small must have a 3-page form filled out, which takes a lot of paper and copying. **ACTION: Nioma and Chuck to suggest how to streamline the form to cut down on paper, and a Commission member will re-type it.**
- vi. Guideline for time sheets and mail is being handling satisfactorily.
- vii. It was suggested that the current City Work Order form is more for the public with problems with their water, sewer or streets. It is hard to fit in a Museum request on the form. It was asked if the Museum could develop a work order form specifically for its needs. **ACTION: Petithomme and Croletto to talk to City.**
- viii. Wrist bands need to be ordered but they need a City employee with a credit card to order as order needs to be placed on-line. The cost is \$18 for 500 with Angels Camp Museum on them. **ACTION: Lee to talk with Melisa Ralston about ordering.**
- ix. Ken Jones of Calaveras Gold has called to say that he has not received payment for an invoice for a DVD. **ACTION: Kym will give Ken Jones' contact details to Lee to follow up.**
- x. Ethan Moore needs to be able to get gas/oil that is needed for maintenance instead of waiting for City employees.
- xi. There was discussion about how Public Works could or should be helping at the Museum. It was agreed we need clarification of what work City Building and Maintenance workers should be doing at the Museum, especially as it concerns the landscaping. **ACTION: Rick Downey to check into this and report back.**
- xii. There is a problem with retrieving telephone messages from the main phone number which is in the Administrator's Office in the Pole Barn. A separate number goes to the Main Building. The phone system could be improved.
- xiii. Bill talked about the intense heat in the Pole Barn and how visitors often walk in and leave very quickly. He has some ideas for swamp cooler improvements for the Pole Barn. **ACTION: Bill and Ethan will prepare a proposal to improve the cooling of the building.**
- xiv. No one was sure who is supposed to be in charge of the donation cans which are overflowing. **ACTION: The donation cans will now be retrieved by the Museum Foundation. Judith Marvin to set it up with the Foundation.**
- xv. It was agreed that a representative from Museum staff will be at Commission meetings.
- xvi. The staff feel that the new lighting for the Mark Twain Exhibit is ineffective and very hot. **ACTION: Rick Downy will check as to who was responsible for the purchase and installation of the lights, and then talk with them about what can be done to improve them.**
- xvii. The furnace needs to be in operation before cold weather sets in. Parts were purchased but not installed.
- xviii. There was considerable discussion as to whether every building needs to be open all the time or could they be locked and open at certain times for an employee or docent to lead a tour. No decision was made.

- xix. No one on staff or on the Commission had any real information on the Mark Twain Festival in October. It was agreed that it was an excellent opportunity for the Museum.
  - c. Lee asked for suggestions from the staff as to characteristics the Commission should be looking for in a new Administrator:
    - i. Ability to delegate
    - ii. Reliability
    - iii. Administrative experience
    - iv. Good time management
    - v. Ability Good communicator especially with employees
    - vi. Ability to work with the Commission and follow through on direction from the Commission.
4. **ADJOURNMENT:** The Workshop with employee participation was adjourned at 10:00 a.m.

**The Museum Commission then re-convened the Workshop at 10:15 am in the Community Development Conference Room.**